



UNITED STATES MARINE CORPS
25TH MARINE REGIMENT
4TH MARINE DIVISION
MARINE FORCES RESERVE
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DEVENS, MASSACHUSETTS 01434-4476

IN REPLY REFER TO:

4790

MMO

18 Jan 07

MAINTENANCE MANAGEMENT POLICY NOTICE 5-07

From: Commanding Officer, 25th Marine Regiment
To: Commanding Officer, 1st Battalion, 25th Marines
Commanding Officer, 2nd Battalion, 25th Marines
Commanding Officer, 3rd Battalion, 25th Marines
Commanding Officer, Headquarters Company, 25th Marines

Subj: INTERNAL MAINTENANCE MANAGEMENT INSPECTION PROGRAM

Ref: (a) MCO P4790.2C
(b) ForO P4790.3A

1. PURPOSE. To provide guidance and instruction for the Regimental Maintenance Management Inspection Program.
2. CANCELLATION. None.
3. GENERAL. Internal inspections are conducted to obtain first-hand information about a unit, its operating procedures, and its state of readiness. Inspections may be conducted in a formal manner, in which case they take on the aspects of a formal inspection; or they may be conducted in an informal manner, which stresses the exchange of information and ideas. Per the references, units are required to conduct internal maintenance management inspections on an annual basis. The Regimental Assist Team will be conducting commodity area and section specific inspections/assist visits at a minimum of once per year to each Battalion Headquarters site. Battalion Commanders and Inspector-Instructors will ensure that they conduct internal inspections of their company maintenance areas.
4. ACTION
 - a. Each unit will conduct internal maintenance management inspections of all commodity sections annually. A Regimental maintenance inspection team, Logistic Evaluation Readiness Team, or Technical Assist Visit may be requested through the

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Regimental Maintenance Management Chief (MMC) and used as the annual internal inspection. All internal inspections will be included in the Annual/Quarterly Training Plan and submitted to the Regimental S-3, via the Battalion Training Chief, for inclusion into the Regiment's Annual Training Plan.

b. Inspection results will be retained for two years.

c. The areas of focus for inspections are the eight maintenance management functional areas listed in reference (a). Units may develop their own internal checklist, however, use of the current HQMC Commanding General's Inspection or Logistic Evaluation Readiness Team checklists are recommended. These checklists can be obtained through the Regiment's Maintenance Management Office.

5. Point of contact is the MMC at (978) 796-3739.


M. F. BELCHER